



**NORTHERN ROCKIES COORDINATING GROUP (NRCCG)  
INTERAGENCY INCIDENT BUSINESS MANAGEMENT HANDBOOK  
AMENDMENT**

**CHAPTER 10 - PERSONNEL**

**Supplement No:** NR-2012-2

**Effective Date:** April 2, 2012

**Duration:** Effective until superseded or removed

**Approved:**

*/s/ Paul Grimstad*

**PAUL GRIMSTAD**  
**Chair**

**Posting Instructions:** Post by document, remove entire document, and replace with this supplement. Retain this transmittal as first page of document. The last update to the Northern Rockies Supplements was NR-2011-2.

<b>New Document</b>	NR-2012-2 (NWCG HB2_10 )	20 Pages
<b>Superseded Document(s) by Issuance Number and Effective Date</b>	NR-2011-2 (NWCG HB2_10 ) (4/1/2011)	26 Pages

**Digest:**

Added clarification throughout the supplement

Updated rates and positions in the MTDNRC position matrix

Removed NDFS Pay Plan Matrix and referenced policy document for which NDFS can hire Emergency Firefighters

The National Wildfire Coordinating Group (NWCG) Incident Business Practices Working Team (IBPWT) establishes rates for most commonly used positions. Refer to the NRCG Business Committee website (see link below) for the DOI AD Pay Plan, USFS AD Pay Plan and Travel Process.

[http://www.fs.fed.us/r1/fire/nrcg/Committees/business\\_committee.htm](http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm)

**NORTHERN ROCKIES GEOGRAPHIC AREA  
STANDARDS AND GUIDELINES  
FOR ADMINISTRATIVELY DETERMINED (AD),  
EMERGENCY FIREFIGHTERS (EFF),  
AND CASUALS**

The Northern Rockies Coordinating Group (NRCG) Board of Directors recognizes the importance and need for Administratively Determined (AD for Federal Agencies), Emergency Firefighters (EFF for Montana DNRC and North Dakota Forest Service) and Casual Employees (for Idaho Department of Lands) as an integral part of our emergency incident workforce. This document has been developed to provide fair and consistent hiring practices and to standardize procedures for hiring, training and certification. For additional guidance on hiring policies and procedures, refer to the Interagency Incident Business Management Handbook (IIBMH) Chapter 10 or specific sponsoring agencies' policies.

This document does not include the Native American Crew (NAC) program, which is currently managed by the Bureau of Indian Affairs under the Native American Crew Agreement. See the following link for the latest NAC Plan:

[http://www.fs.fed.us/r1/fire/nrcg/Committees/nac\\_committee.htm](http://www.fs.fed.us/r1/fire/nrcg/Committees/nac_committee.htm)

The policy of the Northern Rockies is to ensure that available and qualified agency employees and/or cooperators (i.e. state/local government) are dispatched for all incident positions prior to dispatching an AD/EFF/Casual. Typically, AD/EFFs/Casuals will be used as needed depending on local, geographic or national incident needs. Sponsoring units have the discretion whether or not to sponsor/certify any AD/EFF/Casual position or qualification based on the needs and financial capabilities as identified by the agency administrator. This may include positions that could potentially serve all wildland fire agencies in the Northern Rockies.

**SPONSORING UNIT**

The sponsoring unit is the hiring agency within the dispatch boundary where the AD/EFF/Casual resides. This will ensure that the closest and most cost effective resource is utilized. An AD/EFF/Casual will be sponsored by only one agency.

Units considering an AD/EFF/Casual must first check with any past sponsoring unit to ensure appropriate sponsorship. If appropriate, the incident qualifications records will be transferred to the new sponsoring unit.

**The sponsoring unit may provide the following for AD/EFF/Casuals hired:**

- Manage certification and training records.
- Annually issue an Incident Qualifications Card (red card), upon approval from the sponsoring unit's qualification review process.
- Ensure AD/EFF/Casuals have completed agency training requirements.
- Compensate AD/EFF/Casuals for attendance at agency required training and fitness testing.
- As required by some NRCG agencies, issue an agency drivers license or letter of authorization if required or needed to drive an agency vehicle.
- Process appropriate time and travel documents for compensation recognizing the lack of support for the preparation of vouchers.

**AD/EFFs/Casuals will:**

- Complete required training and certification and provide the appropriate documentation to the sponsoring unit.
- Maintain current availability status by a method determined by the host dispatch center.
- Present complete pay and per diem documents to the sponsoring unit within the agencies' timeframes after completion of assignment.

**HIRING POLICIES AND PROCEDURES**

AD/EFF/Casual sponsorship is not guaranteed. Not all persons seeking sponsorship will be sponsored. Sponsorship is based on need and benefit to the organization and may change at any time. Individuals with felony or misdemeanor convictions will be evaluated on a case-by-case basis by the sponsoring agency.

AD/EFFs/Casuals hired within the Northern Rockies are subject to the same conduct and performance standards as agency employees hired under other authorities; therefore, not everyone who desires to be hired as an AD/EFF/Casuals will be hired. Inappropriate behavior or drug and alcohol use will not be tolerated. Additionally, inappropriate conduct or poor performance will affect re-hire consideration.

ADs may be hired for annual Geographic Area-sponsored team meetings if the ADs are identified as primary team members per the National Mobilization Guide. Team meeting attendance is considered part of their training.

EFF/Casuals may be reimbursed for travel expenses for attendance at area sponsored team meetings.

If an AD/EFF/Casual is assigned to any Incident Management Team (IMT) position, an agency employee will be assigned as a trainee, per the Northern Rockies Incident Management Operating Plan. IMTs will not approach an AD/EFF/Casual for a team position without first checking to ensure there are no agency employees available. They must contact the sponsoring unit to determine if they are willing to host that individual.

Host units do not delegate authority to hire AD/EFFs/Casual to an IMT.

For approved exception positions, NRCG has developed the description of duties. Units will still be required to include the job description with the Single Resource Casual Hire Form. The job descriptions for each of these positions is posted on the NRCG Business Committee web site at:

[http://www.fs.fed.us/r1/fire/nrcg/Committees/business\\_committee.htm](http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm)

To get exception positions approved, contact the geographic area business lead for the respective agency.

### **TRAINING & CERTIFICATION**

Certification will be based on Sponsoring Agencies' qualifications standards.

Individuals holding position qualifications that require participation in fire suppression activities on the fireline will be required to attend annual fireline safety refresher training, obtain the appropriate Work Capacity Test (WCT) and/or attend other additional training or physical examination as required by the sponsoring unit's policies.

### **TRAVEL**

The AD/EFF/Casual's method of transportation will be indicated on the Single Resource Casual Hire Information Form (PMS 934) or other agency forms. Air transportation will be arranged and paid by the Government. The dispatch/mobilization center will determine the method of travel based on needs and direction from the requesting incident. Personal vehicle (POV) mileage reimbursement rules for travel to/from an airport or for travel to complete paperwork will be set by the sponsoring agency.

Vehicle transportation will be provided in the following order of preference:

1. The AD/EFF/Casual is driven by a current government employee, including a shuttle to the airport or travel to the incident base camp. There will be no reimbursement for a personal vehicle if the employee turns down an available ride.
2. The AD/EFF/Casual is assigned a government vehicle if one is available. The AD/EFF/Casual must meet agency driving requirements, if applicable, before a government vehicle can be assigned.
3. If a government vehicle is not available, use of the AD/EFF/Casual's personal vehicle may be authorized. The AD/EFF/Casual will be paid the standard

agency rate for using a personal vehicle if/when a government or agency vehicle is not available.

4. If a rental car is authorized, the appropriate dispatch office will place the order and track as applicable.
5. **EFFs Only:** An Emergency Equipment Rental Agreement (EERA) will only be issued for a personal vehicle if it is essential to job performance and a government vehicle cannot be made available and #3 above is not used. If a personal vehicle is put on an EERA at the incident it will be hired and released at the incident. **Note: This option is not available for federal ADs regardless of incident jurisdiction.**

### **Per Diem**

Authorized expenses during an assignment, such as lodging and meals while traveling, will be reimbursed through host agency procedures. AD/EFF/Casuals will not be reimbursed for commercial meals and lodging at the assignment location when the government provides subsistence.

If an AD/EFF/Casual employee's assignment requires commercial lodging and meals (i.e., an incident base camp is not available) the government must approve per diem in advance on the initial Single Resource Casual Hire Information Form or other agency form (or correct the information upon return from an incident if necessary). At the option of the government, prepayment of meals and lodging by the incident agency may occur.

**Idaho Department of Lands Casuals:** For hiring of Idaho Department of Lands Casuals, use the USFS AD Position Matrix found in the 2012 AD Pay Plan, Interim Directive No. 5109.34-2012

**North Dakota Forest Service Emergency Firefighters:** For hiring of North Dakota Forest Service Emergency Firefighters, approved hiring officials shall reference NDFS policy, Section 9121

**Montana DNRC Position Matrix for Emergency Firefighters (EFFs) –  
 Rates of Pay – Calendar Year 2012**

# 2012 MT DNRC EFF PAY PLAN

A	9.57
B	10.52
C	11.69
D	12.92
E	14.18
F	15.50
G	18.00
H	20.57
I	21.02
J	23.09
K	25.37
L	30.40
M	36.16
N	29.28
O	42.50

POSITION CODE	POSITION TITLE	EFF CLASS	PAY RATE
	<b>COMMAND</b>		
ACDR	AREA COMMANDER	M	36.16
AREP	AGENCY REPRESENTATIVE	K	25.37
CFAD	COUNTY FIRE ADVISOR	J	23.09
DIC1	DEPUTY INCIDENT COMMANDER TYPE 1	M	36.16
DIC2	DEPUTY INCIDENT COMMANDER TYPE 2	L	30.40
ICT1	INCIDENT COMMANDER TYPE 1	M	36.16
ICT2	INCIDENT COMMANDER TYPE 2	L	30.40
ICT3	INCIDENT COMMANDER TYPE 3	J	23.09
ICT4	INCIDENT COMMANDER TYPE 4	F	15.50
ICT5	INCIDENT COMMANDER TYPE 5 (IA)	E	14.18
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	G	18.00
PIO1	PUBLIC INFORMATION OFFICER TYPE 1	L	30.40
PIO2	PUBLIC INFORMATION OFFICER TYPE 2	K	25.37
PIOF	PUBLIC INFORMATION OFFICER	G	18.00
LOFR	LIAISON OFFICER	K	25.37
SOF1	SAFETY OFFICER TYPE 1	L	30.40
SOF2	SAFETY OFFICER TYPE 2	K	25.37
SOFR	SAFETY OFFICER LINE	H	20.57

	<b>FINANCE</b>		
CLMS	CLAIMS SPECIALIST	E	14.18
CMSY	COMMISSARY MANAGER	E	14.18
COMP	COMP/CLAIMS UNIT LEADER	H	20.57
COST	COST UNIT LEADER	H	20.57
EQTR	EQUIPMENT TIME RECORDER	E	14.18
FSC1	FINANCE/ADMIN SECTION CHIEF TYPE 1	L	30.40
FSC2	FINANCE/ADMIN SECTION CHIEF TYPE 2	K	25.37
FSC3	FINANCE/ADMIN SECTION CHIEF TYPE 3	H	20.57
IBA1	INCIDENT BUSINESS ADVISOR, TYPE 1	L	30.40
IBA2	INCIDENT BUSINESS ADVISOR, TYPE 2	K	25.37
THSP	STATE INCIDENT BUSINESS ADVISOR	H	20.57
ICPI	INTERAGENCY CONTRACT PROJECT INSPECTOR	I	21.02
INJR	COMP FOR INJURY SPECIALIST	E	14.18
PROC	PROCUREMENT UNIT LEADER	I	21.02
PTRC	PERSONNEL TIME RECORDER	E	14.18
TIME	TIME UNIT LEADER	H	20.57
	<b>OPERATIONS</b>		
ABRO	AIRCRAFT BASE RADIO OPERATOR	C	11.69
ACAC	AREA COMMAND AVIATION COORDINATOR	L	30.40
AOBS	AERIAL OBSERVER	F	15.50
AOBD	AIR OPERATIONS BRANCH DIRECTOR	K	25.37
THSP	AIR SPACE COORDINATOR	H	20.57
ASGS	AIR SUPPORT GROUP SUPERVISOR	J	23.09
THSP	AIR TACTICAL SUPERVISOR - attached to ASM1	J	23.09
ATCO	AIR TANKER/FIXED WING COORDINATOR	I	21.02
ATGS	AIR TACTICAL GROUP SUPERVISOR	J	23.09
CREP	CREW REPRESENTATIVE	G	18.00
CRWB	CREW BOSS	F	15.50
DECK	DECK COORDINATOR	F	15.50
DIVS	DIVISION/GROUP SUPERVISOR	J	23.09
DZOP	DOZER OPERATOR	H	20.57
THSP	LGFF COMPANY OFFICER	G	18.00
ENGB	ENGINE BOSS	F	15.50
ENOP	ENGINE OPERATOR	E	14.18
WTOP	WATER TENDER DRIVER/OPERATOR	E	14.18
FALA	FALLER CLASS A (UP TO 12" DBH)	D	12.92
FALB	FALLER CLASS B (UP TO 24" DBH)	F	15.50
FALC	FALLER – CLASS C (EQUAL TO OR GREATER THAN 24" DBH)	I	21.02
FELB	FELLING BOSS	F	15.50
FFT1	ADVANCED FIREFIGHTER (SQUAD BOSS, IHCM)	D	12.92
FFT2	FIREFIGHTER (TYPE 2 CREWMEMBER)	C	11.69
THSP	FIRE LOOKOUT	D	12.92
FIRB	FIRING BOSS	F	15.50
FWBM	FIXED WING BASE MANAGER	H	20.57
HEQB	HEAVY EQUIPMENT BOSS, SINGLE RESOURCE	F	15.50

HEB1	HELIBASE MANAGER TYPE 1	I	21.02
HEB2	HELIBASE MANAGER TYPE 2	H	20.57
HECM	HELICOPTER CREWMEMBER	D	12.92
HETS	NRCG HEAVY EQUIPMENT TECHNICAL SPECIALIST	K	25.37
HLCO	HELICOPTER COORDINATOR	I	21.02
HMGB	HELICOPTER MANAGER BOSS, SINGLE RESOURCE BOSS	G	18.00
LOAD	LOADMASTER	E	14.18
OPBD	OPERATIONS BRANCH DIRECTOR	K	25.37
OSC1	OPERATIONS SECTION CHIEF TYPE 1	L	30.40
OSC2	OPERATIONS SECTION CHIEF TYPE 2	K	25.37
OSC3	OPERATIONS SECTION CHIEF TYPE 3	H	20.57
PILO	DNRC PILOT	O	42.50
THSP	SEAT COORDINATOR	I	21.02
SEMG	SINGLE ENGINE A/T MANAGER	G	18.00
STAM	STAGING AREA MANAGER	F	15.50
STCR	STRIKE TEAM LEADER CREW (NFPA Fire Officer)	H	20.57
STDZ	STRIKE TEAM LEADER DOZER (NFPA Fire Officer)	H	20.57
STEN	STRIKE TEAM LEADER ENGINE (NFPA Fire Officer)	H	20.57
STPL	STRIKE TEAM LEADER, TRACTOR/PLOW (NFPA Fire Officer)	H	20.57
STLM	STRIKE TEAM LEADER MILITARY	H	20.57
STPS	STRUCTURAL PROTECTION SPECIALIST	J	23.09
TFLD	TASK FORCE LEADER	H	20.57
THSP	SWAMPER	C	11.69
TOLC	TAKE-OFF AND LANDING COORDINATOR	E	14.18
TRPB	TRACTOR/PLOW BOSS	F	15.50
TPOP	TRACTOR/PLOW OPERATOR	H	20.57
WHSP	WATER HANDLING SPECIALIST	F	15.50
	<b>PLANNING</b>		
ACPC	ASSISTANT AREA COMMANDER, PLANNING	L	30.40
DMOB	DEMOB UNIT LEADER	H	20.57
DOCL	DOCUMENTATION UNIT LEADER	F	15.50
DPRO	DISPLAY PROCESSOR	C	11.69
FBAN	FIRE BEHAVIOR ANALYST	J	23.09
FEMO	FIRE EFFECTS MONITOR	H	20.57
FINV	FIRE INVESTIGATOR	J	23.09
FLIR	FLIR OPERATOR	H	20.57
FOBS	FIELD OBSERVER	F	15.50
GISS	GIS SPECIALIST	G	18.00
HRSP	HUMAN RESOURCE SPECIALIST	H	20.57
IARR	INTERAGENCY RESOURCE REPRESENTATIVE	G	18.00
LTAN	LONG TERM FIRE ANALYST	J	23.09
PBOP	PROBEYE OPERATOR	H	20.57
PSC1	PLANNING SECTION CHIEF TYPE 1	L	30.40
PSC2	PLANNING SECTION CHIEF TYPE 2	K	25.37
PSC3	PLANNING SECTION CHIEF TYPE 3	H	20.57
RESC	RESOURCE CLERK	C	11.69



RESL	RESOURCE UNIT LEADER	H	20.57
SCKN	STATUS/CHECK IN RECORDER	E	14.18
SITL	SITUATION UNIT LEADER	H	20.57
TNSP	TRAINING SPECIALIST	F	15.50
WOBS	WEATHER OBSERVER	E	14.18
XEDO	XEDAR OPERATOR	H	20.57
	<b>LOGISTICS</b>		
ACLC	ASSISTANT AREA COMMANDER, LOGISTICS	L	30.40
BCMG	BASE CAMP MANAGER	E	14.18
THSP	CAMP CREW HELP	A	9.57
THSP	CAMP CREW SQUAD BOSS	C	11.69
THSP	CAMP CREW BOSS	D	12.92
CASC	SUPPLY CLERK	C	11.69
CCOO	COMPUTER COORDINATOR	G	18.00
CDSP	CACHE DEMOB SPECIALIST	F	15.50
COML	COMMUNICATIONS UNIT LEADER	H	20.57
COMT	INCIDENT COMMUNICATION TECH	F	15.50
EMTB	EMERGENCY MEDICAL TECHNICIAN BASIC	G	18.00
EMTI	EMERGENCY MEDICAL TECHNICIAN INTERMEDIATE	H	20.57
EMTP	EMERGENCY MEDICAL TECHNICIAN PARAMEDIC	J	23.09
EQPI	EQUIPMENT INSPECTOR	D	12.92
THSP	NRCG LEAD EQUIPMENT INSPECTOR	I	21.02
THSP	NRCG EQUIPMENT INSPECTOR	F	15.50
EQPM	EQUIPMENT MANAGER	E	14.18
FACL	FACILITIES UNIT LEADER	H	20.57
FDUL	FOOD UNIT LEADER	H	20.57
GSUL	GROUND SUPPORT UNIT LEADER	H	20.57
IMSA	INCIDENT MEDICAL SPECIALIST ASSISTANT	G	18.00
IMSM	INCIDENT MEDICAL SPECIALIST MANAGER	H	20.57
IMST	INCIDENT MEDICAL SPECIALIST TECHNICIAN	G	18.00
INCM	INCIDENT COMMUNICATIONS CENTER MANAGER	E	14.18
LSC1	LOGISTICS SECTION CHIEF TYPE 1	L	30.40
LSC2	LOGISTICS SECTION CHIEF TYPE 2	K	25.37
LSC3	LOGISTICS SECTION CHIEF TYPE 3	H	20.57
MEDL	MEDICAL UNIT LEADER	H	20.57
ORDM	ORDERING MANAGER	E	14.18
RADO	RADIO OPERATOR	B	10.52
RCDM	RECEIVING AND DISTRIBUTION MANAGER	E	14.18
SECG	SECURITY GUARD (NOT LE)	C	11.69
SECM	SECURITY MANAGER	E	14.18
SUBD	SUPPORT BRANCH DIRECTOR	K	25.37
SPUL	SUPPLY UNIT LEADER	H	20.57
SVBD	SERVICE BRANCH DIRECTOR	K	25.37
TESP	TOOL AND EQUIPMENT SPECIALIST	C	11.69
THSP	REGISTERED NURSE	N	29.28

	<b>COORDINATION AND SUPPORT</b>		
THSP	AIRCRAFT COORDINATOR (National and GACC)	I	21.02
THSP	AIR SPACE COORDINATOR	H	20.57
ACDP	AIRCRAFT DISPATCHER	H	20.57
ARCH	ARCHEOLOGIST	K	25.37
ATBM	A/T BASE MANAGER	H	20.57
BUYL	BUYING TEAM LEADER - NATIONAL	L	30.40
BUYL	BUYING TEAM LEADER - GEOGRAPHIC	K	25.37
BUYM	BUYING TEAM MEMBER	F	15.50
CAMP	KITCHEN/CAMP HELPER	B	10.52
CASC	CLERK	C	11.69
CDER	COMPUTER DATA ENTRY RECORDER	D	12.92
COOK1	COOK, HEAD CAMP	F	15.50
COOK2	COOK, HELPER	D	12.92
COOK2	COOK, HELPER, TRAINEE	C	11.69
CORD	COORDINATOR, EXPANDED DISPATCH	J	23.09
CONO	CONTRACTING OFFICER	K	25.37
COTR	CONTRACTING OFFICER TECHNICAL REPRESENTATIVE	G	18.00
CRNW	CONTRACT REPRESENTATIVE NORTHWEST	G	18.00
THSP	CONTRACT REPRESENTATIVE NATIONWIDE	G	18.00
CTSP	COMPUTER TECHNICAL SPECIALIST	H	20.57
THSP	COST APPORTIONMENT TECHNICAL SPECIALIST	H	20.57
CISD	CRITICAL INCIDENT STRESS PEER SUPPORT TEAM MEMBER	F	15.50
DRCL	DRIVER, CDL REQUIRED	E	14.18
DRIV	DRIVER/OPERATOR	D	12.92
EDRC	EXPANDED DISPATCH RECORDER	C	11.69
EDSD	EXPANDED DISPATCH SUPPORT DISPATCHER	F	15.50
EDSP	EXPANDED DISPATCH SUPERVISORY DISPATCHER	H	20.57
FUEL	FUELING SPECIALIST	D	12.92
FWPT	FIXED WING PARKING TENDER	C	11.69
THSP	GACC METEOROLOGIST	J	23.09
GMEC	MECHANIC (AUTOMOTIVE / HEAVY EQUIPMENT)	G	18.00
IADP	INITIAL ATTACK DISPATCHER	H	20.57
INTL	INTELLIGENCE LEAD	J	23.09
INTS	INTELLIGENCE SUPPORT	G	18.00
THSP	INSTRUCTOR (S300 COURSES AND BELOW)	H	20.57
THSP	INSTRUCTOR (S400 COURSES AND ABOVE)	J	23.09
THSP	LEAD INSTRUCTOR (S300 COURSES AND BELOW)	I	21.02
THSP	LEAD INSTRUCTOR (S400 COURSES AND ABOVE)	K	25.37
IRIN	INFRARED INTERPRETER	G	18.00
THSP	LABORER	C	11.69
THSP	LEAD ACCOUNTING TECHNICIAN	G	18.00
THSP	LEAD PLANE COORDINATOR	G	18.00
MABM	MAFFS AIRTANKER BASE MANAGER	H	20.57
MAFF	MAFFS LIAISON OFFICER	H	20.57
MCCO	MAC GROUP COORDINATOR	K	25.37
MXMS	MIXMASTER	G	18.00

THSP	MILITARY INSTALLATION LOGISTICS COORDINATOR	H	20.57
PACK	PACKER	F	15.50
THSP	PILOT	L	30.40
PREV	PREVENTION TECHNICIAN	C	11.69
PETL	FIRE PREVENTION/EDUCATION TEAM LEADER	K	25.37
PETM	PREVENTION TEAM MEMBER	J	23.09
PA25	PURCHASING AGENT (\$25,000)	H	20.57
RAMP	RAMP MANAGER	F	15.50
READ	RESOURCE ADVISOR	I	21.02
SEC2	SECURITY SPECIALIST	C	11.69
SMEC	SMALL ENGINE MECHANIC	E	14.18
THSP	AIRCRAFT MECHANIC	L	30.40
THSP	BRANCH DIRECTOR, AREA COMMAND	L	30.40
THSP	FORKLIFT OPERATOR	C	11.69
THSP	HAZARDOUS MATERIAL SPECIALIST	H	20.57
THSP	HEAVY EQUIPMENT OPERATOR	E	14.18
THSP	MESSENGER	A	9.57
THSP	MOBILIZATION CENTER COORDINATOR	K	25.37
THSP	PRINCIPLE ADVISOR (FEMA)	L	30.40
THSP	STATE LIAISON	L	30.40
THSP	VOUCHER EXAMINER	F	15.50
WHHR	MATERIALS HANDLER (WHSE/CACHE WORKER)	E	14.18
WHLR	MATERIALS HANDLER, LEADER (WHSE/CACHE WORKER)	F	15.50

	<b>ALL HAZARD</b>		
BIOL	BIOLOGIST	J	23.09
BSRT	BASIC SEARCH AND RESCUE TECHNICIAN	B	10.52
CANH	CANINE HANDLER	F	15.50
CANL	CANINE TEAM LEADER	G	18.00
CONS	CONSERVATION SPECIALIST	J	23.09
EPID	EPIDEMIOLOGIST	J	23.09
ESFL	FEMA EMERGENCY SUPPORT FUNCTION #4, PRIMARY	K	25.37
ESFW	FEMA EMERGENCY SUPPORT FUNCTION #4, WILDLAND	I	21.02
ESFS	FEMA EMERGENCY SUPPORT FUNCTION #4, STRUCTURE	I	21.02
ESFA	FEMA EMERGENCY SUPPORT FUNCTION #4, ADMIN	F	15.50
HAZ1	HAZARDOUS MATERIALS-TECHNICIAN LEVEL	G	18.00
HAZ2	HAZARDOUS MATERIALS-OPERATIONS LEVEL	F	15.50
HAZL	HAZARDOUS MATERIALS TEAM LEADER	H	20.57
HEQT	HEAVY EQUIPMENT TECHNICIAN	H	20.57
MSTC	MOUNTED SEARCH TECHNICIAN	F	15.50
SCOP	SMALL CRAFT OPERATOR	G	18.00
SOFL	STRUCTURAL FIRE LINE OFFICER	H	20.57
SRT1	ALL HAZARD SEARCH AND RESCUE SQUAD LEADER	F	15.50
SRT2	SEARCH AND RESCUE TECHNICIAN	D	12.92
SRTL	ALL HAZARD SEARCH AND RESCUE TEAM LEADER	G	18.00
SWF1	ALL HAZARD SWIFT WATER RESCUE SQUAD LEADER	F	15.50
SWF2	ALL HAZARD SWIFT WATER RESCUE TECHNICIAN	D	12.92

SWFL	ALL HAZARD SWIFT WATER RESCUE TEAM LEADER	G	18.00
TCA1	TRAFFIC CONTROL AID	B	10.52
TMRL	TECHNICAL MOUNTAIN RESCUE LEADER	G	18.00
TMRT	TECHNICAL MOUNTAIN RESCUE TECHNICIAN	F	15.50
TRT1	ALL HAZARD TECHNICAL RESCUE SQUAD LEADER	F	15.50
TRT2	ALL HAZARD TECHNICAL RESCUE TECHNICIAN	D	12.92
TRTL	ALL HAZARD TECHNICAL RESCUE TEAM LEADER	G	18.00

### 14.3 Agency-Provided Commissary

The following items may be procured by agency acquisition personnel to keep incident personnel productive. It is the camp's responsibility to consolidate a commissary order for the acquisition personnel. The acquisition personnel should make the purchases and price the items on the commissary request to facilitate efficient distribution and accurate crew/individual charges. Appropriate deductions will be made on each individual's OF-288. Additional items may be procured on a case by case basis.

<b>Suggested Items</b>	<b>Description</b>	<b>Recommend</b>
Boots	<ul style="list-style-type: none"> <li>Leather</li> </ul>	Individual must identify brand and size. Returns are responsibility of the individual.
Boot Insoles		Indicate size required
Boot Laces	<ul style="list-style-type: none"> <li>72"</li> <li>90"</li> <li>108"</li> </ul>	Leather only
Neckerchiefs	<ul style="list-style-type: none"> <li>Bandana style</li> </ul>	Assorted colors – no color choice.
Personal Hygiene Products	<ul style="list-style-type: none"> <li>Shampoo / Conditioner</li> <li>Disposable razor</li> <li>Shaving cream</li> <li>Toothpaste</li> <li>Toothbrush</li> <li>Deodorant</li> <li>Hand lotion</li> <li>Tampons/feminine napkins</li> </ul>	All travel or trial size
Socks	<ul style="list-style-type: none"> <li>Tube socks (cotton, cotton blend, white)</li> <li>Wool Blend</li> </ul>	Allow men's and women's, allow single or multi-pack
Sweatshirts	<ul style="list-style-type: none"> <li>Crew</li> <li>Hooded</li> </ul>	Men's sizes, Hanes or comparable, solid color no choice
T-Shirts	<ul style="list-style-type: none"> <li>V-neck or crew neck</li> </ul>	Men's sizes, cotton, multi-packs, white
Undergarments	<ul style="list-style-type: none"> <li>Men's briefs or boxers, cotton, white, multi-pack</li> <li>Women's briefs, cotton multi-pack</li> </ul>	Multi-packs, simple Fruit of the Loom or Hanes style.
Thermal Underwear	<ul style="list-style-type: none"> <li>Tops and bottoms</li> </ul>	Long sleeve, ankle length, Hanes or comparable, men's sizes S thru XL

### 15.3 – Northern Rockies APMC/OWCP Management Guidelines

The NRCG Board of Directors will retain the use of APMC, provided each agency commits their field units to have procedures in place to manage APMC with their local medical facilities. Each agency is directed to provide specific instructions for APMC management to the Incident Management Teams (IMT) via their Incident Business Plans.

1. Each field unit will establish contact with local medical facilities prior to fire season and use the “Northern Rockies Fire Suppression Injury Medical Facility Information Sheet” (Exhibit 1) to brief the billing department on the requirements for payment (APMC and Workers Compensation).
2. Each field unit will establish a procurement mechanism for payment of APMC injuries (credit card, blanket purchase agreement/direct bill, etc.) preseason. This information should be contained in the unit’s Service & Supply Plan.
3. Coordination with Incident Management Teams:  
Each field unit will identify a contact person whose role will be the following:
  - a. Primary unit contact person with whom an IMT can coordinate when an injured employee or contractor is being transported to a medical facility. Contact numbers will be published in the unit’s Incident Business Plan and given to the FSC and Medical Unit.
  - b. Ensure the injured person taken to the medical facility is accompanied by an IMT member who is knowledgeable about APMC and OWCP. If not accompanied by an IMT member, meet the injured person or make contact with the medical facility within a short period of time after their arrival.
  - c. Depending on the diagnosis, unit contact will coordinate with the IMT and provide oversight to ensure the correct acquisition instrument or workers compensation authorizations are used for proper payment. **\*\*Note:** IIBMH, Chapter 10 identifies what injuries qualify for APMC payment.
  - d. Ensure the appropriate injury forms are returned to the IMT for proper distribution.
    - i. For APMC payments, a copy of the APMC authorization form (FS-6100-16/NRCG Rev 06/08) is kept for the host unit acquisition official performing the payment.
    - ii. For workers compensation injuries, all workers compensation forms are returned to the individual for processing at the individual’s home unit.
  - e. Employees involved with a bloodborne pathogen exposure: procurement of the testing must be accomplished with a resource order for the test and paid by normal procurement methods. Bloodborne pathogen testing is not an APMC or OWCP procedure.
  - f. Ensure there are no outstanding APMC billing issues with local medical facilities upon IMT close-out.
4. Field Unit Incident Injuries – Initial Attack and Type 3-5 Fires:

Each unit will identify a contact person whose role will be the following (may be the same individual(s) identified in #3 above):

- a. Primary contact person for the field unit to notify when an injured employee or contractor is being transported to a medical facility. Contact numbers will be published in the unit's Incident Business Plan and given to the Type 3 IC.
  - b. Meet the injured person at the medical facility (or make contact with the medical facility within a short period of time after their arrival) to ensure the correct forms are completed.
  - c. Responsible to ensure the correct acquisition instrument or workers compensation authorizations are used to ensure that the medical facility is properly paid. **\*\*Note:** IIBMH, Chapter 10 identifies what injuries qualify for APMC payment.
  - d. Ensure contractors and their employees make financial arrangements with the medical facility for payment and there is no financial liability for the government.
  - e. Ensure the appropriate injury forms are completed and properly distributed per the IIBMH and agency direction:
    - i. For APMC payments, a copy of the APMC authorization form (FS-6100-16, NRCG Rev 06/08) is kept for the host unit acquisition official performing the payment.
    - ii. For workers compensation injuries, all workers compensation forms are properly distributed per the IIBMH and agency direction.
5. If state and federal agencies are located in the same town or vicinity and use the same medical facilities, they are encouraged to work together to educate the medical facilities on the correct billing procedures for APMC and workers compensation, as well as capitalize on their contact persons.

#### 16.1.4. Rental Car Use Guidelines

The following process should be followed when a Northern Rockies resource (from any agency) is ordered for incident assignment and a rental car is authorized and documented on the resource order:

1. The first option is for the receiving unit to provide transportation (shuttle) for the resource to the incident assignment.

If transportation is not provided, see #2 and #3 below.

2. The home dispatch office communicates with the receiving dispatch office/host agency the following information:
  - Rental car should be coordinated and paid through the requesting agency. All rental paperwork and completed shift tickets will be returned to the incident agency to be closed out and paid. Ensure the vehicle has an appropriate resource order.

- If the assignment involves off-road driving, the rental car must be procured using an incident rental car contract, which covers off-road use and clean-up charges, with liability assumed by the government.
3. If the receiving unit does not provide a rental car under an incident contract as described in #2 above, the individual must be aware of the following:
- a. Rental cars picked up at airports must have reservations made through their agency travel management system. This system does not cover off-road use, but recognizes that the traveler is on official business.
    - i. No additional insurance is needed, as the government is self-insured.
    - ii. If the employee chooses to take additional insurance when picking up the car, they will not be reimbursed.
    - iii. If the resource does not have a travel card, they can use their personal credit card to pay for the rental vehicle; however the agency may or may not accept liability on behalf of the employee.
  - b. Resources can refuse an assignment when the only option available is to personally pay for the car and request reimbursement.
  - c. Resource must check in with finance to ensure the rental car costs are being tracked and to identify payment processes.



### 15.3 Exhibit 01



#### **Northern Rockies Incident Injury Medical Facility Information Sheet**

##### Local Contact Person(s) & Telephone Number:

Name	Agency	Office Phone	Cell Phone	Address

The local contact person(s) will work with you to ensure the proper completion of the injury and payment forms.

##### **Agency Provided Medical Care (APMC)**

###### **Definition:**

“Limited to first-aid type of treatment and **does not** include authorization for therapy, stitches, x-rays, and other non-first-aid treatments.” “Examples of first-aid treatments include cleaning, flushing, or soaking wounds on the skin surface; using wound coverings such as bandages; using hot or cold therapy; using any non-rigid means of support such as elastic bandages, wraps, non-rigid back belts; using temporary immobilization devices while transporting an accident victim such as splints, slings, neck collars, or back boards; using eye patches; using simple irrigation or a cotton swab to remove foreign bodies not embedded in or adhered to the eye; using finger guards; using oral fluids to relieve heat stress.” Reference: Interagency Incident Business Management Handbook, Chapter 10.

###### **APMC Form: FS-6100-16 NRCG Rev 06/08.**

- Blocks 1-14 must be completed when the injured employee arrives or shortly thereafter.
- Part B – Physician completes Blocks 1-6.
- The original form will be returned to the incident camp or host unit for proper distribution.
- The agency contact person will ensure that the medical facility is paid for the services authorized on the FS-6100-16 NRCG Rev 06/08.

## **Workers Compensation**

The following must be completed when an injured employee arrives or shortly thereafter:

### **Federal Agencies:**

- For traumatic injuries, a CA-16 may be issued according to agency direction with blocks 1-6, 9-13 complete.
- A signature of the issuing government official **must** be in block 8.
- The address for the US Department of Labor in block 12 is available in IIBHM Chapter 10.
- After the physician has completed part B (back), a copy will be left with the medical facility. The original will be returned to the incident camp or host unit for proper distribution.

### **State Agencies:**

#### **Montana:**

- A First Report of Injury Form will be issued with the Worker, Accident Description, Employer Name, and Signature blocks completed.
- Complete the medical section at the medical facility.
- An attending physician report must be completed and included with the form for processing.
- A copy of the First Report for Injury Form will be left at the medical facility. The original form and attending physician report will be returned to the incident camp to be faxed to MT State Fund and to the home unit, with the original forwarded to the home unit for unit signature and final processing.
- Forms are available at <http://montanastatefund.com>
- Contact MT State Fund at 800-332-6102, and ask for Team 6.

#### **Idaho:**

- Provide emergency medical care. Complete paperwork as soon as reasonably possible.
- While on IDL jurisdiction, the Supervisor's Accident Report, SIF17-82, should be filled out as soon as possible following an injury/illness. On another jurisdiction or on an incident managed by an IMT, a Report of Traumatic Injury and Claim for Continuation of Pay/Compensation, CA-1, or a Notice of Occupational Disease and Claim for Compensation, CA-2, will likely be used for initial documentation in place of the Supervisor's Accident Report. These are acceptable substitute forms for the Supervisor's Accident Report.
- For injuries/illnesses beyond the scope of APMC, notify the employee's home unit or the Bureau of Fire Management as soon as possible. The home unit will assist the employee in completing the Idaho Workers Compensation - First Report of Injury or Illness, SIF 02/01E form to initiate a claim. IMT personnel are asked to facilitate communication to the home unit but are not asked to initiate a claim.
- Contact IDL Duty Officer with questions at 208-769-1530.

**North Dakota:**

- The First Report of Injury Form, WS1, must have sections 1 and 2 completed. Section 3 is completed by the medical provider.
- The Incident Management Team or host unit will ensure that the employee has also completed the Release of Information to Workforce Safety & Insurance form and, if applicable, the Prior Injury & pre-Existing Condition Follow-up form.
- A copy of the First Report of Injury Form will be left at the medical facility. The original form and attending physician report will be returned to the home unit.
- Contact NDSU Safety Office at 701-231-6740 if assistance is needed.
- Forms are available at:  
[http://www.fs.fed.us/r1/fire/nrcg/Committees/business\\_committee.htm](http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm)

**Private Contractors:**

Private contractors (contracted by the government to provide equipment and services, including crews) are not covered under any government agency injury program. They must carry their own insurance and workers' compensation coverage. Payment for medical services must be made directly with the medical provider. The government agencies are not responsible for private contractor medical bills.

**Exhibit 04 –**

**OWCP addresses and alpha chargeback codes for all Northern Rockies Tribal Agencies  
(taken from the Northern Rockies Native American Crew Plan)**

OWCP CODE 7106BN  
Blackfeet Agency/C51  
Bureau of Indian Affairs  
Browning, MT 59417

OWCP CODE 7106HA  
Fort Belknap Agency/C55  
Bureau of Indian Affairs  
Harlem, MT 59526

OWCP CODE 7106CR  
Crow Agency/C52  
Bureau of Indian Affairs  
Crow Agency, MT 59022

OWCP CODE 7106BX  
Rocky Boys Agency/C59  
Chippewa Cree Tribe  
Box Elder, MT 59521

OWCP CODE 7106PO  
Fort Peck Agency/C56  
Bureau of Indian Affairs  
Poplar, MT 59255

OWCP CODE 7156PA  
Flathead Agency/P13  
CS&K Tribe  
Ronan, MT 59864

OWCP CODE 7106LD  
Northern Cheyenne Agency/C57  
Bureau of Indian Affairs  
Lame Deer, MT 59043

OWCP CODE 7156NT  
Fort Berthold Agency/A04  
Three Affiliated Tribes  
New Town, ND 58763-9402

OWCP CODE 7106FO  
Fort Totten Agency/A05  
Bureau of Indian Affairs  
Fort Totten, ND 58335

OWCP CODE 7156BE  
Turtle Mountain Agency/A11  
Bureau of Indian Affairs  
Belcourt, ND 58316

OWCP CODE 7156LA  
Northern Idaho Agency/P05  
Nez Perce Tribe  
Lapwai, ID 83540